

## AUTOMOTIVE MECHANIC

### NATURE OF WORK

This is skilled diagnostic and mechanical work in the repair and preventive maintenance of a diversified automotive fleet.

Work involves responsibility for diagnosis, repair, and preventive maintenance work on automobiles, trucks, tractors, turf equipment, motorcycles and other specialized light and automotive equipment other than heavy street maintenance, earth moving and construction equipment. An employee of this class must be able to inspect, detect, and recommend service repair requirements prior to system failures. General supervision is received from a technical superior, and work is reviewed in progress and on completion. Supervision may be exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Performs preventive maintenance and service on a widely diverse fleet of automotive and light and heavy equipment. Performs both major and minor engine repair and replacement including electronic tune-up and complete engine overhaul.

Brakes - Repairs, replaces and adjusts braking systems which involves turning and trueing rotors and drums, honing wheel cylinders, bleeding and adjusting the system, and master cylinder pressure testing.

Fuel Systems - Diagnoses, adjusts, repairs, overhauls and replaces fuel systems with the use of electronic test equipment.

Ignition Systems - Diagnoses and repairs ignition systems with the use of electronic equipment.

Transmissions and Differentials - Diagnoses, adjusts, repairs, replaces, and overhauls manual, automatic and hydrostatic transmission systems and differentials.

Electrical Systems - Diagnoses, repairs and replaces system components which include batteries, relays, bulbs and wiring with the use of electrical testing equipment.

Steering and Suspension - Diagnoses, repairs, replaces and overhauls system components which include springs, shocks, bearings, steering assemblies and other related parts.

Engines - Diagnoses, adjusts, repairs, services and overhauls gasoline and diesel engines with the use of electronic test equipment.

Control Systems - Diagnoses, adjusts, repairs, services and replaces various types of control systems such as compressed air, vacuum, electronic, and hydraulic.

Body and Frame - Performs light body repair and welding work including spot painting and glass replacement.

Completes records on vehicle maintenance such as date work performed, description of corrective repairs, time spent on repair, parts and materials used, and class and cause of repair.

Performs light welding and machine work incidental to completion of repair assignments.

Drives vehicles to locate defects and as a final performance check upon completion of repairs; performs road calls and field service to units broken down.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the design, construction, assembly, adjustment and maintenance of a wide variety of automobiles, trucks and specialized automotive equipment.

Considerable knowledge and skill in the use of all types of shop tools and equipment such as electronic tuneup, test and diagnostic equipment, presses, brake lathes, micrometers, ohmmeters, and hydraulic test equipment.

Ability to diagnose common defects in all types of automotive equipment, including the ability to inspect and detect worn or broken components and improperly adjusted assemblies.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to direct and supervise a small group of unskilled and semi-skilled workers.

Ability to keep records of repairs and service operations, and to complete various vehicle-related reports.

Ability to establish and maintain effective working relationships with supervisors, co-workers, user agencies and the general public.

Ability to follow oral and written instructions.

Ability to lift up to eighty pounds.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in automotive repair or technology and experience at the journey level as an automotive mechanic. Automotive Service Excellence (A.S.E.) certification is desirable.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in preventive maintenance and repair of automotive equipment; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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